

MINUTES
BRAAM OVERSIGHT PANEL
Double Tree Inn, SeaTac, Washington

December 6 and 7, 2004

Panel members: John Landsverk, Dorothy Roberts, Jeanine Long, Jan McCarthy, Jess McDonald

Plaintiffs' Attorneys: Casey Trupin, Tim Farris

Office of the Attorney General: Bill Williams, Steve Hassett

DSHS: Uma Ahluwalia, Marilyn McNeil

Facilitator: Carol Spigner

Additional individuals in attendance December 7: Mary Meinig, Jonathon Martin, Barb Putnam, Karie Castleberry, Bronwyn Vincent, Judy Meltzer (by phone for portion of meeting)

I. Questions/Issues Concerning Settlement Agreement

The first portion of the meeting concerned the settlement agreement and application of the Open Meetings and Public Disclosure Act. Key points of clarification were as follows:

- If Panel needs information on an individual foster child, this information is excluded from disclosure and remains as protected information.
- Panel members can talk and email each other and the department/plaintiffs counsel, but cannot reach decisions outside of formal meetings.
- Advance notice of meetings is required.
- Panel members are not state employees.
- Panel can discuss their staff and staff performance alone without guests or observers.
- Draft Panel documents are not subject to public scrutiny.
- A Panel quorum is three members.

II. Formation of Panel

The Panel was officially formed on December 6, 2004. The Agreement date is July 31, 2004.

III. Interactions With Media

The Panel requested that the agency alert them quickly if a child fatality occurs, along with other critical incidents.

IV. Discussion With Judy Meltzer, Braam Settlement Mediator

The Panel discussed the settlement agreement, with a focus on topics such as effective approaches in data management, stakeholder involvement, and collaboration with the parties. The group talked about provisions for distributing draft documents among the parties.

V. Panel Assignments

In terms of the first two elements of the agreement, Jan McCarthy and John Landsverk agreed to take the lead role on children's mental health issues, with Jeanine Long serving as the local representative.

Jess McDonald and Dorothy Roberts will provide leadership on adolescent services.

VI. Schedule

The Panel will meet on February 14 and 15, April 4 and 5, and May 16 and 17, with three additional meetings in 2005 that will be set later.

For years two through seven of the Agreement, the Panel will meet quarterly.

VII. Communications

The Panel will set up a website.

VIII. Staffing

The Panel will hire a staff person by the end of spring 2005.